

# **MLTI High School Asset Management Procedures and Buyout Information**

**April 2009**

**Please read through this entire packet.**

**All MLTI Schools have MANDATORY actions that must be completed in  
a timely fashion.**

Questions about this process may be directed to:

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207-592-6537  
[steve.vose@maine.gov](mailto:steve.vose@maine.gov)

or

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MLTI Project Assistant  
207-624-6746  
[laura.brown@maine.gov](mailto:laura.brown@maine.gov)

**Information can be found on our website at: <http://www.maine.gov/mlti/buyout>**

## Introduction

The MLTI Buyout process is based on all schools performing an accurate inventory of their MLTI devices, so that the devices can be sold to pay off the current lease schedule that the State of Maine holds with Apple, Inc.

After each school completes their inventory, and notifies the DOE of their intentions, using the Round 1 Buyout Form, arrangements are then made between schools (Round 2 Conference Call and subsequent communications) to move unwanted devices from non-purchasing schools to purchasing schools. Devices that haven't been bought by SAU's are collected by State Surplus and sold to eligible donees and then to the general public.

We hope this timeline and the detailed instructions that follow will answer the many questions that schools and SAU's will have throughout this process.

## Asset Management Timeline

<b>Until Mon. May 18, 2009</b>	All MLTI high schools update and verify inventory in the Asset Manager. <b>Mandatory</b>	See Page 3 for details.
<b>Tue. May 19, 2009</b>	Asset Manager is Frozen at 8:00 AM.	See Page 3 for details.

## Buyout Timeline

<b>Fri. May 22, 2009</b>	Round 1 School Buyout forms Teacher Device forms due from all MLTI high schools. <b>Mandatory</b>	See Pages 4 and 5 for details.
	Available Device Inventories and Locations are published.	See Page 6 for details.
	Round 2 Conference Call Assignments are published.	See Page 6 for details.
<b>Mon. June 1, 2009 2:30 PM</b>	Round 2 Buyout Conference Call Dial in Number: 1-877-760-2043 Participant Code: 939403	See Page 6 for details.
<b>Tue. June 2, 2009</b>	Purchase Confirmations emailed to Superintendents.	See Page 6 for details.
<b>Mon. June 8, 2009</b>	Round 2 Buyout Forms Due.	See Pages 6 and 7 for details.
<b>Tue. June 9, 2009</b>	DOE Begins Invoicing All SAU's for Purchased Devices.	See Page 8 for details.
<b>Contingent on receipt of new teacher devices</b>	Pick up of devices located at other MLTI schools.	See Page 8 for details.
<b>Fri. July 31, 2009</b>	Payment for devices due from all SAU's.	See Page 8 for details.

## Asset Management

### Until Monday, May 18, 2009 MLTI High Schools Update and Verify Device Inventory - MANDATORY

Each MLTI School must perform an inventory of all devices to ensure the MLTI Asset Manager (<http://hsassets.mlti.org>) is up-to-date and accurate, and that all devices are in good working order before the Asset Manager is frozen at 8:00 AM on Tuesday, May 19, 2009. For each device in the school's possession, please verify that an accurate record exists in the MLTI Asset Manager. Each MacBook's serial number, asset tag number, and Airport ID should match the information in its Detail screen.

#### Correcting Asset Records/Reporting Extra Devices

If corrections are needed to existing records, an asset tag is missing, or a school's physical inventory contains devices not listed in the Asset Manager, please email [mlti\\_assets@group.apple.com](mailto:mlti_assets@group.apple.com). Please list the Asset Tag number(s) and Serial number(s) and state the nature of the situation (i.e., not in your asset manager, asset tag doesn't match serial number, etc.).

#### Teacher Devices

The DOE wants to ensure that teachers have devices available to them to participate in 2009 summer professional development opportunities. Non-purchasing schools need to make sure that these devices are in good working order so they can be returned to the DOE after teachers receive their new devices.

#### Devices in Good Working Order

Devices in good working order do not require any repair and fit the description of a complete device: MLTI MacBook, battery, 60W power adapter, round extension cord and/or duckhead, and Brenthaven carrying case. If components are missing, the school's Tech Lead can order additional parts at local cost using their GSX account (<https://gsx.apple.com/>).

#### Broken or Missing Devices

Schools should use the Local Repair Depot (<http://www.belldepots.com/apple/>) to have broken devices repaired in bulk, using the Summer Service Bulk Dispatch process (more information can be found here: <http://www.info.apple.com/mlti/>), or to have broken or stolen devices replaced through the Buffer Pool. More information on the Buffer Pool can be found in the MLTI Policy Manual (<http://www.maine.gov/mlti/portals/manual/>). Transfers from the Buffer Pool must be accepted into the Asset Manager on or before 5:00 PM, Monday, May 18, 2009, as the Asset Manager will be frozen on 8:00 AM, Tuesday, May 19, 2009.

#### Broken Devices

Broken Devices (i.e., require non-warranty repairs or replacement parts) must have a dispatch created in DepotWorks so they can be sent in for repair or decommissioning. If a device needs to be decommissioned, because of accidental or intentional damage, please refer to the MLTI Policy Manual (<http://www.maine.gov/mlti/portals/manual/>) for instructions on how to process a buffer replacement request. All buffer replacements must be accepted into your asset manager on or before 5:00 PM Monday, May 18, 2009.

#### Missing Devices

If a school's physical inventory does not contain all devices listed in the Asset Manager, please list those missing Asset Tag number(s) in an email and send the list to Laura Brown at [laura.brown@maine.gov](mailto:laura.brown@maine.gov). If the device has been lost or stolen, the school should create a buffer replacement request, to have the asset decommissioned and replaced. If stolen, the local police must be notified, and a copy of the police report must be sent to the MLTI Project Office for the buffer replacement to be approved. Please see the MLTI Policy Manual for more information (<http://www.maine.gov/mlti/portals/manual/>). All buffer replacements must be accepted into your asset manager on or before 5:00 PM Monday, May 18, 2009. Missing devices that do not qualify for a buffer replacement are the responsibility of the SAU.

**May 19, 2009 - Asset Manager is Frozen**

On Tuesday, May 19, 2009 at 8:00 AM the Asset Manager will be frozen. This means that devices can no longer be transferred from one school to another. The device counts as of May 19, 2009 will be used to calculate potential buyout costs at each school. Modifications will be handled on a case-by-case basis. If a school requires another device to accommodate staff after May 19, 2009 the school should contact Laura Brown at [laura.brown@maine.gov](mailto:laura.brown@maine.gov) or 207-624-6746.

**Buyout Process****Friday, May 22, 2009 - Round 1 Device Buyout Forms Due - MANDATORY**

ALL MLTI Schools must return the Round 1 Device Buyout Form (see next page) by Fri. May 22, 2009 to the MLTI Project Office by FAX at 207-624-6601 or by mail to MLTI Project Office, Attn: Laura Brown, 23 State House Station, Augusta, ME 04333-0023. All schools have the option to participate in the Round 2 Buyout, and they must indicate their desire to participate in Round 2 on the Round 1 Buyout Form.

**Round 1 Device Buyout Form Instructions:**

1. Enter demographic information (School name, School Administrative Unit, etc.)
2. Check if your school will participate in the Round 2 Buyout.
3. Check One (A or B):
  - A. Not Purchasing Devices**
    - i. Check the "Not Purchasing Devices" option.
    - ii. Enter the Total Available Assets using the "Total Assets" number as shown in the summary area of the Asset Tracker module.
    - iii. The DOE will assume that the devices in the MLTI Asset Manager are in Good Working Order, and will advertise the Total Available Assets for purchase.
    - iv. Devices will not be collected until HS Teachers receive their new replacement.
  - B. Purchasing All Devices**
    - i. Check the "Purchasing All Devices" option.
    - ii. Enter the Total Available Assets using the "Total Assets" number as shown in the summary area of the Asset Tracker module.
    - iii. Complete the payment information, using the worksheet area.
      - a. "SAU will pay in full" (@ \$390.00/each) x (no. assets) = Payment due
4. Superintendent signs and dates the form.
5. Return form(s) to the DOE MLTI Project Office by Friday, May 22, 2009.

*(Please Print-All Fields are required)*

Current SAU Name: \_\_\_\_\_

Future SAU Name: \_\_\_\_\_

High School Name: \_\_\_\_\_

MEDMS School Code (4 digits): \_\_\_\_\_

Superintendent Email and Phone: \_\_\_\_\_

**\_\_\_\_\_ Please check here if you are participating in the Round 2 Buyout Process (see pg. 7).**

**Choose A or B (check):**

### A. Not Purchasing Devices\*

“The MLTI Asset Manager is current and accurately reflects our device deployment. All devices are in Good Working Order. The SAU agrees to store the entire inventory in a safe and secure area until the inventory is moved to another location.”

Total Available Assets

### B. Purchasing Devices\*

“The MLTI Asset Manager is current and accurately reflects our device deployment. The SAU will retain possession and assume full responsibility for its entire MLTI device inventory, including technical support, software licensing compliance\*\*, and all related costs and fees. The SAU agrees to pay the Department of Education by July 31, 2009 for the Total Cost below.”

$$\text{SAU will pay in full @ \$390.00 each} \times \frac{\text{Total Assets}}{\text{Total Cost}} = \frac{\text{Total Assets}}{\text{Total Cost}}$$

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Superintendent's Signature

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Today's Date \_\_\_\_\_

***Please FAX this completed form to Laura Brown, 207- 624-6601 or mail it to: MLTI Project Office, Attn: Laura Brown, Maine Department of Education, 23 State House Station, Augusta, Maine, 04333-0023.***

\*Device = MLTI MacBook, battery, 60W power adapter, round extension cord and/or duckhead, and Brenthaven carrying case.

**\*\*Software licensing compliance:** Please see [www.maine.gov/mlti/buyout/](http://www.maine.gov/mlti/buyout/) to download software licensing information.

**Friday, May 22, 2009 - Available Device Inventories Published**

Based on the information collected from the Round 1 Buyout Forms, the MLTI Project Team will publish a list of available inventories and their locations at <http://www.maine.gov/mlti/buyout/> and will update it daily as more Round 1 forms are received, up until the Round 2 Buyout Conference Call (see below).

**Monday, June 1, 2009, 2:30 PM - Round 2 Buyout Conference Call**

MLTI will hold a conference call for the schools that chose to participate in the Round 2 Buyout. Each of these schools will be issued a number at random, which will be posted at <http://www.maine.gov/mlti/buyout/>. If a school is not on the call, they won't be able to buy additional devices, and will have to wait until devices become available through State Surplus, if there are available devices after the call.

**Dial in Number: 1-877-760-2043, Participant Code: 939403**

The lowest number will be called on first to select from the Available Device Inventory list. Each school can choose one (1) school's deployment from the list. If a school wants to buy more than one inventory, they will tell the facilitator during their turn, who will call upon them again, after all of the other schools have taken their turns. The inventory will be updated as the call progresses, until all devices are claimed, or all schools have made their choices, so it's important for participating schools to monitor the call.

All remaining devices will be collected by State Surplus for sale to eligible donees and then to the general public. For information and to apply for Donee status, please visit the State Surplus web site for details (<http://www.maine.gov/bgs/central serv/surplus/index.htm>).

**Tuesday June 2, 2009 – Purchase Confirmation Emails Sent to Superintendents**

The MLTI Project Office will confirm the purchases with each SAU via email on Wednesday, June 3, 2009. THE EMAIL ADDRESS PROVIDED ON THE ROUND 1 BUYOUT FORM WILL BE USED. These confirmation emails will need to be printed and returned with the Round 2 Device Buyout Forms (see next section).

**Monday, June 8, 2009 - Round 2 Device Buyout Forms Due**

Schools that participate in the Round 2 Buyout Conference Call are required to return the *Round 2 Device Buyout Form* (see next page) on or before Monday, June 8, 2009 to the MLTI Project Office by FAX (207-624-6601) or by mail to the MLTI Project Office, Attn: Laura Brown, 23 State House Station, Augusta, ME 04333-0023.

**Round 2 Device Buyout Form Instructions:**

1. Enter demographic information (School name, School Administrative Unit, Phone, etc.)
2. List the school name(s) that were chosen during the Round 2 Buyout Conference Call, and the number of devices at the school(s).
3. Total the device count from all schools, and calculate the total purchase price.
4. Superintendent signs and dates the form.
5. Return form and confirmation email to the MLTI Project Office by Monday, June 8, 2009.

*(Please Print-All Fields are required)*

Current SAU Name: \_\_\_\_\_

Superintendent Email and Phone: \_\_\_\_\_

**Purchases:**

### Number of Assets


(transfer to Total Assets line(s) below)

$$\text{SAU will pay at \$390.00} \times \frac{\text{Total Assets}}{\text{Total Cost}} = \frac{\text{Total Cost}}{\text{Total Cost}}$$

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Superintendent's Signature

Today's Date \_\_\_\_\_

*\*Software licensing compliance: Please see [www.maine.gov/mlti/buyout/](http://www.maine.gov/mlti/buyout/) to download software licensing information.*

**Tue. June 9, 2009 – DOE Invoices All SAU's for total devices purchased**

The MLTI Project Office will invoice SAU's when purchases are confirmed, for all devices purchased, to ensure that SAU's have enough time to process payments.

Payments must be made by check to **Treasurer, State of Maine** and mailed to the MLTI Project Office, Attn: Laura Brown, 23 State House Station, Augusta, ME 04333-0023

**Round 2 Device Transfers Between SAU's Complete**

Costs related to the transportation and transfer of devices from one school to another are the sole responsibility of the purchasing SAU (Buyer). Purchasing SAU's should work with the sending SAU's to arrange a mutually agreeable time to pick up the devices.

***NOTE:** If the Purchaser needs to back out of the purchase for any reason, they **MUST** notify the MLTI Project Office as soon as possible so that alternate arrangements can be made for the devices at the sending SAU.*

**Friday, July 31, 2009 – Payments Due From SAU's**

All payments (\$390.00 per device) are due on or before July 31, 2009. Payments must be made by check to: **Treasurer, State of Maine** and mailed to:

**MLTI Project Office**  
**Attn: Laura Brown**  
**23 State House Station**  
**Augusta, ME 04333-0023**

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